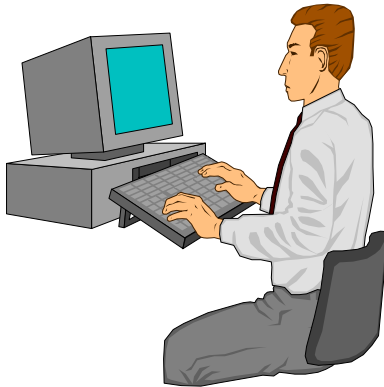


# INTRODUCING the New AITAS for Non-DOD DAU Students



Available for FY02  
Acquisition Training Application  
System



# Simplified Applications

---

- Easy to Complete Application Format
- Auto-Check for Valid Entries
- “Click to Select” Course Desired



# Information Services

---

- Applications Remain Available for :
  - ◆ Status Check:
    - ◆ **Instant Updates**
    - ◆ **Always Current**
  - ◆ Edit of Student Profile
  - ◆ Edit of Session Preference / Resubmit
  - ◆ Online Cancellation Request



# Information Services

---

- Shows ALL SEATS available to Agencies
  - ◆ Including 45-day Window of all Vacancies
  
- Auto-Reject with onscreen explanation if:
  - ◆ Exact Duplicate of Prior Application



# Information Services

---

- “Click to Communicate”
  - ◆ Auto-Addressing eMail Service for Help Desk, Organization POC
  
- Large Student Comment Block
  - ◆ On the Application Form
  
- “Event” Driven / System-Sent eMails to Student, Supervisors at Each Step



# SAMPLE SCREENS

---

## How to Apply for a Course



# How to Apply for a Course



 **ATRRS Internet Training Application System - Non-DOD**

[Main Menu](#)

**Student Functions**

- [Update Student Record](#)
- [Prepare Applications](#)
- [Review/Cancellation](#)
- [DAU Course Lookup](#)
- [DAU Schedule Lookup](#)
- [DAU Course Catalog](#)
- [Logoff](#)

**Help**

- [For More Information](#)
- [Links](#)
- [Advance Course Material/Assignments](#)
- [Non-DOD Bulletin Board](#)

**Links**

- [Privacy and Security Statement](#)



**Notice to First Time Users**

The ATRRS Internet Training Application System (AITAS) is to be used by authorized individuals to submit training applications for Defense Acquisition University Training. This includes classroom and Internet/Distance Learning classes.

**Warning & Usage Statement**

This is a Department of Defense Computer System. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed or sent over this system may be monitored.

**CLICK "Update Student Record"**



# How to Apply for a Course

**ATRRS Internet Training Application System - Non-DOD** Main Menu

**Student Functions**


- Update Student Record
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**Help**

- For More Information
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- Advance Course Material/Assignments
- Non-DOD Bulletin Board

**Links**

- Privacy and Security Statement



Please sign in below:

Please select your category

Social Security No:  -  -

Date of birth:  Month  Day  Year

Logon!

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**To begin, please sign in**





# How to Apply for a Course

**ATRRS Internet Training Application System - Non-DOD** Main Menu

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- Non-DOD Bulletin Board

**Links**

- Privacy and Security Statement



Please sign in below:

Soc

Please select your category

Please select your category

Contractor/Industry

All other Non-DOD Students

Central Intelligence Agency (CIA)

Department of Agriculture


Department of Commerce

Department of Education

Department of Energy

Department of Health and Human Services

Department of Interior



The ATRRS Internet submit training application. Internet/Distance Learning classes.

ed individuals to es classroom and

**Select your category using drop down menu.**



# How to Apply for a Course

**ATRRS Internet Training Application System - Non-DOD** Main Menu

**Student Functions**


- Update Student Record
- Prepare Applications
- Review/Cancellation
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- DAU Course Catalog
- Logoff

**Help**

- For More Information
- Links
- Advance Course Material/Assignments
- Non-DOD Bulletin Board

**Links**

- Privacy and Security Statement



Please sign in below:

Department of Education

Social Security No: 000 - 00 - 0049

Date of birth: Jan 01 1922

Logon!

**Notice to First Time Users**

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**Once you have selected your category,  
enter SSN and DOB, Press LOGON**



# How to Apply for a Course

**ATRRS Internet Training Application System - Non-DOD** [Main Menu](#)

05 Nov 2001

**ATRRS Internet Training Application System - Non-DOD**

Please verify/enter your information below. Be sure to be as accurate as possible, misinformation may prevent your applications from being processed.

**Verify/Enter Student Information**

**Student Info:**

SSN: 000000049 Last Name: AVEY First Name: MARK MI: S

Sex: Male Date of Birth: 1 Jan 1922

Home Street: 555 DUKE STREET City: ALEXANDRIA State: VA ZIP: 22304

Security Clearance: SECRET

Disabilities: No

Pay Plan: GS - GENERAL

Student's Contact Information

Organization: Department

Duty Address:

Unit Country: UNITED STATES

Phone: - - ext.


**AITAS - Microsoft Internet Explorer**

- [0201 - PERSONAL MANAGEMENT](#)
- [0203 - PERSONAL CLERICAL AND ASSISTANCE](#)
- [0204 - MILITARY PERSONNEL CLERICAL AND TECHNICIAN](#)
- [0205 - MILITARY PERSONNEL MANAGEMENT](#)
- [0212 - PERSONNEL STAFFING](#)
- [0221 - POSITION CLASSIFICATION](#)
- [0222 - OCCUPATIONAL ANALYSIS](#)
- [0223 - SALARY AND WAGE ADMINISTRATION](#)
- [0230 - EMPLOYEE RELATIONS](#)
- [0233 - LABOR RELATIONS](#)
- [0235 - EMPLOYEE DEVELOPMENT](#)
- [0241 - MEDIATION](#)
- [0243 - APPRENTICESHIP AND TRAINING](#)
- [0244 - LABOR MANAGEMENT RELATIONS EXAMINING](#)
- [0246 - CONTRACTOR INDUSTRIAL RELATIONS](#)
- [0249 - WAGE AND HOUR COMPLIANCE](#)
- [0260 - EQUAL EMPLOYMENT OPPORTUNITY](#)
- [0270 - FEDERAL RETIREMENT BENEFITS](#)
- [0299 - PERSONNEL MANAGEMENT STUDENT TRAINEE](#)
- [0301 - MISCELLANEOUS ADMINISTRATION AND PROGRAM](#)
- [0302 - MESSENGER](#)
- [0303 - MISCELLANEOUS CLERK AND ASSISTANCE](#)

**While you are filling out your profile, use the drop down fields where available. If you do not know your job series, click on the link.**



# How to Apply for a Course

 **ATRRS Internet Training Application System - Non-DOD** Main Menu

**Student's Contact Info:**  
**Organization:** Department of Education  
**Duty Address:** 400 ARMY NAVY DRIVE **City:** ARLINGTON **State:** VA **ZIP:** 22152 -   
**Unit Country:** UNITED STATES  
**Phone:** 703 - 555 - 5555 ext.   
**DSN:** 555 - 5555 **Fax:** 703 - 555 - 5553 **DSN Fax:** 555 - 5553  
**Important!** Since AITAS uses email to notify students, ensure you enter your correct email address. If it is not entered correctly, you will not be informed about your enrollment.  
**Email:** aveym@hotmail.com

**Student's Work Info:**  
**Company Name:** Department of Education **Job Title:** ECONOMIST  
**Brief Description of Job Responsibilities:** RESPONSIBLE FOR TRACKING THE BUDGET FOR DOE  
**Education Level:** Bachelor of Arts **Years of Education:** 16  
**Academic Concentration:** ADMINISTRATION

**Supervisor's Contact Info:**  
**Name:** MY BOSS **Phone:** 703 - 555 - 3333 ext.   
(ex. First Name, Last Name) **DSN:** 555 - 3333  
**Important!** Please ensure you enter your supervisor's correct email address. If the address is entered incorrectly, your application will not be processed.  
**Email:** maveyus@yahoo.com

Press the "Create/Update Student Record" button to continue **CREATE/UPDATE STUDENT RECORD**

Once you have completed your profile, click on the Create/Update Student Record button.





# How to Apply for a Course

**ATRRS Internet Training Application System - Non-DOD** Main Menu

**Student's Contact Info:**

**Organization:** Department of Education

**Duty Address:** 400 Army Navy Drive **City:** Arlington **State:** VA **ZIP:** 22252 -

**Unit Country:** UNITED STATES OF AMERICA

**Phone:** 703 - 555 - 5555 ext.

**DSN:** 555 - 5553

**Important!** Since AITAS If it is not entered correctly. **Email:** aveym@hotmail.co

**Student's Work Info:**

**Company Name:** Depart

**Brief Description of Job**

**Education Level:** Bache

**Academic Concentration**

**Supervisor's Contact Info**

**Name:** My Boss  
(ex. First Name, La

**Important!** Please ensure you enter your supervisor's correct email address. If the address is entered incorrectly, your application will not be processed. **Email:** myboss@yahoo.com

**Microsoft Internet Explorer**

? You have changed the e-mail addresses!  
Before submitting your User Profile form, it is strongly recommended to review the e-mail addresses below.

Old Student e-mail:  
Old Supervisor e-mail:

New Student e-mail: aveym@hotmail.com  
New Supervisor e-mail: myboss@yahoo.com

Click OK if these addresses are correct.


Otherwise, click Cancel to return back to the Student Profile form to make the appropriate changes.

OK Cancel

**System will verify your email address and your supervisor email address. If the addresses are correct, click on "OK". If either address is incorrect, click on "Cancel" and the system will return you to your profile.**



# How to Apply for a Course


**ATRRS Internet Training Application System - Non-DOD**

05 Nov 2001

**ATRRS Internet Training Application System - Non-DOD**

Main Menu

Please verify/enter your information below. Be sure to be as accurate as possible, misinformation may prevent your applications from being processed.

Fields marked with a  are required. Please fill in all required fields

**Verify/Enter Student Information**

**Student Info:**

SSN: 000000049 Last Name: AVEY First Name: MARK MI: N/A

Sex: Male Date of Birth: 1 Jan 1922

Home Street: 555 DUKE STREET City: ALEXANDRIA State: VA ZIP: 22304 -


Security Clearance: SECRET

Disabilities: No Special Requirements: Please select a Special Requirement if Disabled

Pay Plan: GS - GENERAL SCHEDULE Pay Grade: 10 Civilian Job Series: 0110 i.e., 0123

**Student's Contact Info:**

Organization: Department of Education

Duty Address: 400 ARMY NAVY DRIVE  City: State: VA ZIP: 22152 -

Unit Country: UNITED STATES


Phone: 703 - 555 - 5555 ext.

DSN: 555 - 5555 Fax: 703 - 555 - 5553 DSN Fax: 555 - 5553

**If your profile had errors or omissions, you must correct the deficiencies before the system will allow you to continue. Errors will be marked with a red arrow.**



# How to Apply for a Course

**ATRRS Internet Training Application System - Non-DOD**

15 Nov 2001

**ATRRS Internet Training Application System - Non-DOD**

Main Menu

Record Updated.

Thank you. Your record was succesfully updated.

[Questions? Problems? Suggestions? Please email us now.](#)

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**System will confirm that your record was updated successfully.**





# How to Apply for a Course



**ATRRS Internet Training Application System - Non-DOD**Main Menu

**Student Functions**

- Update Student Record
- [Prepare Applications](#)
- Review/Cancellation
- DAU Course Lookup
- DAU Schedule Lookup
- DAU Course Catalog
- Logoff

**Help**

- For More Information
- Links
- Advance Course Material/Assignments
- Non-DOD Bulletin Board

**Links**

- Privacy and Security Statement



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**CLICK "Prepare Applications"**





# How to Apply for a Course

**ATRRS Internet Training Application System - Non-DOD** Main Menu

**Student Functions**


- ☐ Update Student Record
- ☐ Prepare Applications
- ☐ Review/Cancellation
- ☐ DAU Course Lookup
- ☐ DAU Schedule Lookup
- ☐ DAU Course Catalog
- ☐ Logoff

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- ☐ Non-DOD Bulletin Board

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- ☐ Privacy and Security Statement



Please sign in below:

Department of Education

Social Security No: 000 - 00 - 0049

Date of birth: Jan 01 1922

Logon!


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**Once you have selected your category,  
enter SSN and DOB, Press LOGON**



# How to Apply for a Course

**ATRRS Internet Training Application System - Non-DOD**

05 Nov 2001

**ATRRS Internet Training Application System - Non-DOD**

[Main Menu](#)

Select a FY and Course from the lists below.

**Find A Course**  
Perform the steps below to find a course.

**Step One**  
The first step is to select a fiscal year by first clicking on the down-arrow and then clicking on one of the listed years.  
**FY:**

**Step Two**  
In order to select a course, first click on the down-arrow. You can then click on the scroll-bar to find the appropriate course.

**Course:**

**Step Three**  
The last step is to click on the course you want.

[email us now.](#)


[BE ONLY](#)

[Change Profile](#) [Prepare Application](#) [Review/Cancellation](#) [Logoff](#)


**Select a FY then use the drop down menu selection to find the course you want.**



# How to Apply for a Course

**ATRRS Internet Training Application System - Non-DOD**

05 Nov 2001

**ATRRS Internet Training Application System - Non-DOD**

[Main Menu](#)

Select a FY and Course from the lists below.

**Find A Course**

Perform the steps below to find a course.

**Step One**

The first step is to select a fiscal year by first clicking on the down-arrow and then clicking on one of the listed years.

**FY:**

**Step Two**

In order to select a course, first click on the down-arrow. You can then click on the scroll-bar to find the appropriate course.

**Course:**

**Step Three**


The last step is to press the Search button.

[Questions? Problems? Suggestions? Please email us now.](#)

**After selecting the FY and Course. Press SEARCH to Find Course Listings.**



# How to Apply for a Course

**ATRRS Internet Training Application System - Non-DOD**Main Menu

05 Nov 2001

**ATRRS Internet Training Application System - Non-DOD**

Click on the school location to list available classes for that location. Click on the **CC** (Course Catalog) button to review the DAU Course Catalog which contains the course description and prerequisites as well as school information. Classes marked with the **C** denote classes that are closest to your organization (based on Zip Code of 22152).

**CC** - View Course Catalog

**STEP Four:**  
Select the desired location. (The virtual campus web address is the location for web based courses, and you must click on it.)

FY	Course	Course Title
2002	IRM 201 (DAU)	INTERMEDIATE INFORMATION SYSTEMS ACQUISITION

	DISTRICT OF COLUMBIA (click on location to select)	School	Classes
<b>C</b>	<a href="#">FT MCNAIR , DC (706)</a>	Information Resources Management College (IRMC)	5

	MARYLAND	School	Classes
	<a href="#">FT DETRICK , MD (706)</a>	Information Resources Management College (IRMC)	2
	<a href="#">LINTHICUM , MD (706)</a>	Information Resources Management College (IRMC)	1

	NEW JERSEY	School	Classes
	<a href="#">FT MONMOUTH , NJ (706)</a>	Information Resources Management College (IRMC)	1


Questions? Problems? Suggestions? Please email us now.

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**Available offerings of the selected course are listed by location.**



# How to Apply for a Course

**ATRRS Internet Training Application System - Non-DOD**Main Menu

05 Nov 2001

**ATRRS Internet Training Application System - Non-DOD**

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	MARYLAND	School	Classes
	<a href="#">FT DETRICK , MD (706)</a>	Information Resources Management College (IRMC)	2
	<a href="#">LINTHICUM , MD (706)</a>	Information Resources Management College (IRMC)	1

	NEW JERSEY	School	Classes
	<a href="#">FT MONMOUTH , NJ (706)</a>	Information Resources Management College (IRMC)	1

[Questions? Problems? Suggestions? Please email us now.](#)

THIS WEB SITE IS FOR OFFICIAL USE ONLY

**You can also click on the View Course Catalog button to display DAU Course Information.**

[Change Profile](#) [Forgot Password](#) [Review/Cancellation](#) [Logoff](#)



# How to Apply for a Course

**Course Description: IRM201** [ [Return](#) ]

**Title:** Intermediate Information Systems Acquisition

**Description:**  
Intermediate Information Systems Acquisition is a computer-based course for mid-level managers with responsibilities in information systems (IS)/information technology (IT) acquisitions. Students develop competence in applying IS/TT management skills in IS/TT planning, organizing, directing, and controlling information systems acquisition programs. Areas of application include: the unique aspects of IS/TT (including software) acquisition management, information technology as a capital investment, DoD IS/TT strategic planning and architectural principles related to IS/TT acquisitions, interoperability techniques and methods, emerging IT as potential solutions in satisfying DoD IT requirements, systems and software design and analysis techniques, IS/TT requirements and configuration management, business process reengineering, IS/TT quality assurance, IS/TT deployment, and the contracting process in concert with the program management and budgetary process in IS/TT acquisitions. Team-oriented exercises allow students to apply the IS/TT management concepts to current IS/TT acquisition management scenarios. Students are required to use notebook computers to accomplish class preparation, exercises, and course tests.


**Course Objectives:**

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**A pop-up window is opened which displays pertinent course information**



# How to Apply for a Course

**ATRRS Internet Training Application System - Non-DOD**  
05 Nov 2001  
**ATRRS Internet Training Application System - Non-DOD**  
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**CC** - View Course Catalog

**STEP Four:**  
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FY	Course	Course Title
2002	IRM 201 (DAU)	INTERMEDIATE INFORMATION SYSTEMS ACQUISITION

	DISTRICT OF COLUMBIA (click on location to select)	School	Classes
<b>C</b>	<a href="#">FT MCNAIR , DC (706)</a>	Information Resources Management College (IRMC)	5

	MARYLAND	School	Classes
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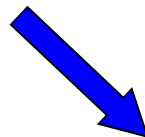
	NEW JERSEY	School	Classes
	<a href="#">FT MONMOUTH , NJ (706)</a>	Information Resources Management College (IRMC)	1

[Questions? Problems? Suggestions? Please email us now.](#)

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[Change Profile](#) [Prepare Application](#) [Review/Cancellation](#) [Logoff](#)

The **Blue** indicates quotas still available.





# How to Apply for a Course

**ATRRS Internet Training Application System - Non-DOD**[Main Menu](#)

05 Nov 2001


**ATRRS Internet Training Application System - Non-DOD**

Click on the school location to list available classes for that location. Click on the **CC** (Course Catalog) button to review the DAU Course Catalog which contains the course description and prerequisites as well as school information. Classes marked with the **C** denote classes that are closest to your organization (based on Zip Code of 22152).

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2002	IRM 201 (DAU)	INTERMEDIATE INFORMATION SYSTEMS ACQUISITION



	DISTRICT OF COLUMBIA (click on location to select)	School	Classes
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	NEW JERSEY	School	Classes
	<a href="#">FT MONMOUTH, NJ (706)</a>	Information Resources Management College (IRMC)	1

[Questions? Problems? Suggestions? Please email us now.](#)

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As we scroll down the page, we see that there is a **“C”** next to FT McNair, DC. This indicates that FT McNair is the closest location to your home of record.






# How to Apply for a Course

Blue on the Class column indicates quotas still available for a particular class.

Red on the Class column indicates that there are no seats remaining for a particular class

**ATRRS Internet Training Application System - Non-DOD**  
05 Nov 2001

**ATRRS Internet Training Application System - Non-DOD**  
Click on the CLASS NUMBER to select the class you wish to attend. This selection will be added to your registration request. Class Numbers displayed in red indicate no available seats.

**The start date is the date on which the class starts. The exception is rolling admission web course classes, which have their class dates spread across the entire fiscal year. The web course start date will be provided in email instructions you receive upon approval of your training request.**  
**Note: You cannot apply for TST 301 less than 30 days prior to class start date.**

**STEP Five:**  
The last step in identifying the class is to select / click on the CLASS number.

FY	Location	Course	Course Title
2002	FT MCNAIR , DC (706)	IRM 201 (DAU)	INTERMEDIATE INFORMATION SYSTEMS ACQUISITION


Class	Class Type	Start	End
<a href="#">001</a>	Classroom	28 Jan 2002	08 Feb 2002
<a href="#">002</a>	Classroom	11 Mar 2002	22 Mar 2002
<a href="#">003</a>	Classroom	10 Jun 2002	21 Jun 2002
<a href="#">004</a>	Classroom	15 Jul 2002	26 Jul 2002
<a href="#">005</a>	Classroom	16 Sep 2002	27 Sep 2002

[Questions? Problems? Suggestions? Please email us now.](#)

**After clicking on the course location, the list of available classes is displayed. Click the class number to apply for that class.**



# How to Apply for a Course

 <b>ATRRS Internet Training Application System - Non-DOD</b>		<a href="#">Main Menu</a>
<b>ATRRS Internet Training Application System - Non-DOD</b>		
Student Training Application		
<b>STEP Six:</b>		
This is the top of the application form, starting with the class you have selected. Scroll down to complete / review / edit your student profile with current and accurate information as it will impact your enrollment, your potential travel entitlement, and our ability to communicate with you.		
<b>Verify/Enter Student Information</b>		
<b>Course Info:</b>		
FY: 2002 School: 706 Course: IRM 201 (DAU) Phase: Class: 001		
Course Title: INTERMEDIATE INFORMATION SYSTEMS ACQUISITION		
School Name: Information Resources Management College (IRMC)		
Class Location: FT MCNAIR, DC		
Start Date: 28 Jan 2002 End Date: 08 Feb 2002		
Delivery Method: Classroom Remarks: None		
<b>Application Info: Enter Remarks in Comments Block as Required</b>		
Alternate date range you are available for training:		
From: Month [v] 01 [v] 2001 [v] To: Month [v] 01 [v] 2001 [v]		
<b>Student Info:</b>		
SSN: 000000049 Last Name: AVEY First Name: MARK MI: 5 [v]		
Sex: Male [v] Date of Birth: Jan [v] 01 [v] 1922 [v]		
Home Street: 555 DUKE STREET City: ALEXANDRIA State: VA [v] ZIP: 22304 - [v]		
Security Clearance: SECRET [v]		
Disabilities: No [v] Special Requirements: Please select a Special Requirement if Disabled [v]		
Pay Plan: GS - GENERAL SCHEDULE [v] Pay Grade: 10 [v] Civilian Job Series: 0110 i.e., 0123		

The selected class is shown at the top of the application form.



Select an alternate date range for which you would also be available for this course.



**Complete or update your student data.**

**(Use your keyboard TAB key to move from block to block.)**



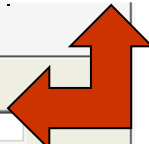
# How to Apply for a Course

**ATRRS Internet Training Application System - Non-DOD** [Main Menu](#)

**Student Info:**

SSN: 000000049 Last Name: AVEY First Name: MARK MI: 5  
Sex: Male Date of Birth: Jan 01 1922  
Home Street: 555 DUKE STREET City: ALEXANDRIA State: VA ZIP: 22304 -  
Security Clearance: SECRET  
Disabilities: No Special Requirements: Please select a Special Requirement if Disabled  
Pay Plan: GS - GENERAL SCHEDULE Pay Grade: 10 Civilian Job Series: 0110 i.e., 0123

**Student's Contact Info:**

Organization: Department of Education  
Duty Address: 400 ARMY NAVY DRIVE City: ARLINGTON State: VA ZIP: 22152 -  
Unit Country: UNITED STATES  
Phone: 703 - 555 - 5555 ext.   
DSN: 555 - 5555 Fax: 703 - 555 - 5553 DSN Fax: 555 - 5553  
**Important!** Since AITAS uses email to notify students, ensure you enter your correct email address. If it is not entered correctly, you will not be informed about your enrollment.  
Email: aveym@hotmail.com Confirm Email:   


**Student's Work Info:**

Company Name: Department of Education Job Title: ECONOMIST  
Brief Description of Job Responsibilities: RESPONSIBLE FOR TRACKING THE BUDGET FOR DOE  
Education Level: Bachelor of Arts Years of Education: 16  
Academic Concentration: ADMINISTRATION

**You must fill out the Confirm Email Box.**

**The profile information you provided will automatically populate the student application. You may make any changes or corrections at this time.**



# How to Apply for a Course

**Make sure their email address is correct. This is vital in order for them to receive information regarding your training request.**

**You may add any specific comments for DAU in considering you for the course.**

**Supervisor's Contact Info:**

Name:  Phone:  -  -  ext.   
(ex. First Name, Last Name) DSN:  -

**Important!** Please ensure you enter your supervisor's correct email address. If the address is entered incorrectly, your application will not be processed.

Email:

**Comments:**

**STEP Seven:**

You must press the "Submit This Application" button and receive an onscreen confirmation to successfully submit your application. If you are, instead, returned to the application form, find the red arrows pointing to discrepancies, correct them, and press the Submit button again.

[Questions? Problems? Suggestions? Please email us now.](#)

THIS WEB SITE IS FOR OFFICIAL USE ONLY

**SUBMIT THIS APPLICATION**

Change Profile

Prepare Application

Review/Cancellation

Logoff

**Press the **Submit This Application** button once the fields are filled in.**



# How to Apply for a Course

**ATRRS Internet Training Application System - Non-DOD** Main Menu

**Company Name:** Department of Education **Job Title:** ECONOMIST

**Brief Description of Job Responsibilities:** RESPONSIBLE FOR TRACKING THE BUDGET FOR DOE

**Education Level:** Bachelor of Arts **Years of Education:** 16

**Academic Concentration:** ADMINISTRATION

**Supervisor's Contact Info:**

**Name:** MY BOSS  
(ex. First Name, Last Name, Middle Initial, Suffix)  
**Email:** myboss@yahoo.com

**Comments:**  
I really need to attend this class.

**STEP Seven:**


You must press the "Submit This Application" button and receive an onscreen confirmation to successfully submit your application. If you are, instead, returned to the application form, find the red arrows pointing to discrepancies, correct them, and press the Submit button again.

**SUBMIT THIS APPLICATION**

**System will verify your email address and your supervisor email address. If the addresses are correct, click on "OK". If either address is incorrect, click on "Cancel" and the system will return you to your application.**



# How to Apply for a Course


**ATRRS Internet Training Application System - Non-DOD**  
05 Nov 2001  
Main Menu

**ATRRS Internet Training Application System - Non-DOD**  
Training application confirmation.

**AVEY MARK S has applied for the class listed below:**  
**FY:** 2002 **School:** 706 **Course:** IRM 201 (DAU) **Phase:** **Class:** 001  
**Course Title:** INTERMEDIATE INFORMATION SYSTEMS ACQUISITION  
**School Name:** Information Resources Management College (IRMC)  
**Class Location:** FT MCNAIR, DC  
**Start Date:** 28 Jan 2002 **End Date:** 08 Feb 2002  
**Delivery Method:** Classr

**Application Date:** 05 Nov 2001

Microsoft Internet Explorer

 A notification has been emailed to the student and to the student's supervisor.  
OK

**After clicking on submit, the system will display a message alerting the user that Email notification has been sent to the student and to the student's supervisor.**



# ✓ Student Notification

aveym@hotmail.com

[Save Address\(es\)](#) [Block](#) [Previous](#) [Next](#) | [Close](#)

**From :** <aitas@dau.mil>  
**To :** <aveym@hotmail.com>  
**Subject :** Submittal of Application  
**Date :** Mon, 5 Nov 2001 13:40:29 -0500

[Reply](#) [Reply All](#) [Forward](#) [Delete](#) [Put in Folder...](#) [Printer Friendly Version](#)

APPLICATION SUMMARY:  
NAME: AVEY MARK S  
COURSE: IRM 201 (DAU)  
FY: 2002 SCHOOL: 706 PHASE: CLS: 001  
START: 28 Jan 2002 END: 08 Feb 2002  
LOCATION: FT MCNAIR, DC  
DELIVERY METHOD: Classroom

This is to advise you that your application has been forwarded for approval.  
You will be notified by email as soon as your application has been processed.

Please do not reply to this system-generated email message.

**Student receives this Email Notification upon an application submittal.**



# SAMPLE SCREENS

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## How to Review Applications





# Review/Cancellation Process



**ATRRS Internet Training Application System - Non-DOD**

Main Menu

**Student Functions**

- Update Student Record
- Prepare Applications
- [Review/Cancellation](#)
- DAU Course Lookup
- DAU Schedule Lookup
- DAU Course Catalog
- Logoff

**Help**

- For More Information
- Links
- Advance Course Material/Assignments
- Non-DOD Bulletin Board

**Links**

- Privacy and Security Statement



**Notice to First Time Users**

The ATRRS Internet Training Application System (AITAS) is to be used by authorized individuals to submit training applications for Defense Acquisition University Training. This includes classroom and Internet/Distance Learning classes.

**Warning & Usage Statement**

This is a Department of Defense Computer System. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed or sent over this system may be monitored.

**The student can review their application(s) by clicking on the Review/Cancellation Link located on the Student Main Menu.**



# Review/Cancellation Process

**ATRRS Internet Training Application System - Non-DOD** Main Menu

**Student Functions**


- ☐ Update Student Record
- ☐ Prepare Applications
- ☐ Review/Cancellation
- ☐ DAU Course Lookup
- ☐ DAU Schedule Lookup
- ☐ DAU Course Catalog
- ☐ Logoff

**Help**

- ☐ For More Information
- ☐ Links
- ☐ Advance Course Material/Assignments
- ☐ Non-DOD Bulletin Board

**Links**

- ☐ Privacy and Security Statement



Please sign in below:

Department of Education

Social Security No: 000 - 00 - 0049

Date of birth: Jan 01 1922

Logon!

**Notice to First Time Users**

The ATRRS Internet Training Application System (AITAS) is to be used by authorized individuals to submit training applications for Defense Acquisition University Training. This includes classroom and Internet/Distance Learning classes.

**Once you have selected your category,  
enter SSN and DOB, Press LOGON**



# Review/Cancellation Process

This screen displays all the Pending and Previous applications for the student.


Pending applications are applications still in the application path for which a final decision has not been made.

Previous applications are applications where the application has been made into a Reservation or Wait

or

was Disapproved by DAU.

Prepared by **ASM Research**,



05 Nov 2001

ATRRS Internet Training Application System - Non-DOD

Main Menu

ATRRS Internet Training Application System - Non-DOD

Change Profile

Prepare Application

Review/Cancellation

Logoff

**Right now, our Student only has 4 pending applications and 1 previous application.**



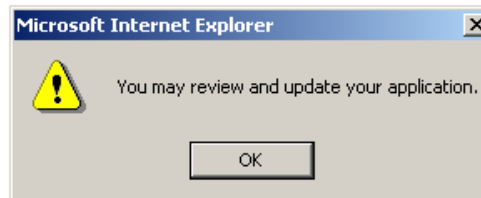
# Review/Cancellation Process

---



*ATRRS Internet Training Application System - Non-DOD*

[Main Menu](#)




**Clicking on the Application's Class Number allows the student to Review and Update the application.**



# Review/Cancellation Process

**ATRRS Internet Training Application System - Non-DOD** [Main Menu](#)

 05 Nov 2001  
**ATRRS Internet Training Application System - Non-DOD**  
Student Training #

**STEP Six:**  
This is the top of the application and accurate information as it is.

**Verify/Enter Student Info**  
**Course Info:**  
FY: 2002 School: 706 Co  
Course Title: INTERMEDIATE  
School Name: Information R  
Class Location: FT MCNAIR  
Start Date: 28 Jan 2002 E  
Delivery Method: Classroom

**Application Info: Enter R**  
**Alternate date range you**  
From: Jan 28

**Student's Contact Info:**  
**Organization:** Department of Education  
**Duty Address:** 400 ARMY NAVY DRIVE  
**Unit Country:** UNITED STATES  
**Phone:** 703 - 555 - 5555 ext.  
**DSN:** 555 - 5555 **Fax:** 703 - 555  
**Important!** Since AITAS uses email to notify students, if it is not entered correctly, you will not be informed.  
**Email:** javeym@hotmail.com

**City:** ARLINGTON **State:** VA **ZIP:** 22152  
**Supervisor's Contact Info:**  
**Name:** MY BOSS **Phone:** 703 - 555 - 3333 ext.  
(ex. First Name, Last Name) **DSN:** 555 - 3333  
**Important!** Please ensure you enter your supervisor's correct email address. If the address is entered incorrectly, your application will not be processed.  
**Email:** maveyus@yahoo.com

**Comments:**  
None

**Student's Work Info:**  
**Company Name:** Department of Education  
**Brief Description of Job Responsibilities:**  
**Education Level:** Bachelor of Arts  
**Academic Concentration:** ADMINISTRATION

**STEP Seven:**  
You must press the "Submit This Application" button and receive an onscreen confirmation to successfully submit your application. If you are, instead, returned to the application form, find the red arrows pointing to discrepancies, correct them, and press the Submit button again.


**SUBMIT THIS APPLICATION**

[Questions? Problems? Suggestions? Please email us now.](#)

After clicking on the application class number, the Student can edit any of the application info. Clicking on the Update Application button brings the Student back to the Review Applications page.



# Review/Cancellation Process

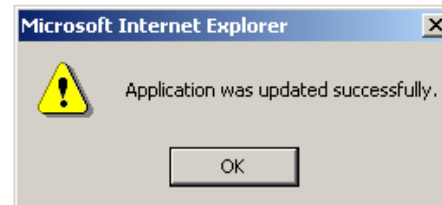
**ATRRS Internet Training Application System - Non-DOD**[Main Menu](#)

05 Nov 2001

**ATRRS Internet Training Application System - Non-DOD**

Click on the class number to review/edit your application. You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button. You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside the class number to begin the process. These actions should be completed not later than 3 days before the class report date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed. If you wish to edit a Previous Application, click on the **R** (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.


**X** - Delete Application    **C** - Request Enrollment Cancellation    **R** - Resubmit Application



**After making changes to the application, student clicks on Submit Application button, message will alert student that application was updated.**



# Review/Cancellation Process

**ATRRS Internet Training Application System - Non-DOD**Main Menu

05 Nov 2001

**ATRRS Internet Training Application System - Non-DOD**

Click on the class number to review/edit your application. You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button. You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside the class number to begin the process. These actions should be completed not later than 3 days before the class report date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed. If you wish to edit a Previous Application, click on the **R** (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

**X** - Delete Application   **C** - Request Enrollment Cancellation   **R** - Resubmit Application

**Any Pending Applications can be deleted by the student clicking the small 'X' at the start of the application row.**

Pending Applications								
	FY	Sch	Crs	Cls	Class StartDate	Class End Date	Application Status	Date Applied
<b>X</b>	2002	503	CON 202 (DAU)	<a href="#">714</a>	03 Jun 2002	21 Jun 2002	Application Pending	11 Oct 2001
<b>X</b>	2002	503E	CON 204 (DAU)	<a href="#">711</a>	11 Feb 2002	22 Feb 2002	Application Pending	11 Oct 2001
<b>X</b>	2002	706	IRM 201 (DAU)	<a href="#">001</a>	28 Jan 2002	08 Feb 2002	Application Pending	05 Nov 2001
<b>X</b>	2002	501	BCF 103 (DAU)	<a href="#">702</a>	05 Nov 2001	09 Nov 2001	Application Pending	31 Oct 2001

Previous Applications									
	FY	Sch	Crs	Cls	Application Status	Cancellation History	Approval Date	Class Report Date	Class Start Date
<b>C</b>	2002	501	ACQ 201B	<a href="#">012</a>	Wait		19 Oct 2001	24 Nov 2001	26 Nov 2001

**Applications that have become Reservations or Waits must go through the Cancellation Process. This process will be covered later in the module.**





# Review/Cancellation Process

**ATRRS Internet Training Application System - Non-DOD** Main Menu

05 Nov 2001

**ATRRS Internet Training Application System - Non-DOD**

Click on the class number to review/edit your application. You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button. You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside the class number to begin the process. These actions should be completed not later than 3 days before the class report date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed. If you wish to edit a Previous Application, click on the **R** (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

**Pending Applications**

	FY	Sch	Crs
<b>X</b>	2002	503	CON 20
<b>X</b>	2002	503E	CON 20
<b>X</b>	2002	706	IRM 20
<b>X</b>	2002	501	BCF 10

**Microsoft Internet Explorer**

You have indicated you wish to remove your application for the following class:

FY:2002  
SCH:503  
CRS:CON 202 (DAU)  
PHASE:  
CLS:714

This action CANNOT be undone. Press OK to delete this application.

OK Cancel

**Previous Applications**

	FY	Sch	Crs	Cls	Application Status	Cancellation History	Approval Date	Class Report Date	Class Start Date
<b>C</b>	2002	501	ACQ 1018	<u>012</u>	Wait		19 Oct 2001	24 Nov 2001	26 Nov 2001

**System provides a reminder in case the student accidentally clicks on Delete/'X' button. Clicking OK deletes the application from the system.**





# Review/Cancellation Process

## ATRRS Internet Training Application System - Non-DOD

[Main Menu](#)

05 Nov 2001

### ATRRS Internet Training Application System - Non-DOD

Click on the class number to review/edit your application. You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button. You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside the class number to begin the process. These actions should be completed not later than 3 days before the class report date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed. If you wish to edit a Previous Application, click on the **R** (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

**X** - Delete Application    **C** - Request Enrollment Cancellation    **R** - Resubmit Application

#### Pending Applications

	FY	Sch	Crs	Cls	Class StartDate	Class End Date	Application Status	Date Applied
<b>X</b>	2002	503E	CON 204 (DAU)	<a href="#">711</a>	11 Feb 2002	22 Feb 2002	Application Pending	11 Oct 2001
<b>X</b>	2002	706	IRM 201 (DAU)	<a href="#">001</a>	28 Jan 2002	08 Feb 2002	Application Pending	05 Nov 2001
<b>X</b>	2002	501	BCF 103 (DAU)	<a href="#">702</a>	05 Nov 2001	09 Nov 2001	Application Pending	31 Oct 2001

#### Previous Applications

	FY	Sch	Crs	Cls	Application Status	Cancellation History	Approval Date	Class Report Date	Class Start Date
<b>C</b>	2002	501	ACQ 201B	<a href="#">012</a>	Wait		19 Oct 2001	24 Nov 2001	26 Nov 2001

**You can see by this slide that the application we deleted is now gone.**



# Review/Cancellation Process

aveym@hotmail.com

[Save Address\(es\)](#) [Block](#) [Previous](#) [Next](#) | [Close](#)

**From:** <AITAS\_Cancellation@DAU.MIL>  
**To:** <aveym@hotmail.com>  
**Subject:** Deleted Pending Application for CON 202  
**Date:** Mon, 5 Nov 2001 14:22:14 -0500

[Reply](#) [Reply All](#) [Forward](#) [Delete](#) [Put in Folder...](#) [Printer Friendly Version](#)

APPLICATION SUMMARY:  
NAME: AVEY MARK S  
COURSE: CON 202 (DAU)  
FY: 2002 SCHOOL: 503 PHASE: CLS: 714  
START: 03 Jun 2002 END: 21 Jun 2002  
LOCATION: LINTHICUM, MD  
DELIVERY METHOD: Local Students / Onsite  
This is to confirm that your pending application for this class  
has been deleted. You will  
no longer have access to it for review.  
  
Please do not reply to this system-generated email message.

**Emails concerning the student's decision are sent to the Student and to the Supervisor.**



# SAMPLE SCREENS

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## How to Request Cancellation



# Review/Cancellation Process

**ATRRS Internet Training Application System - Non-DOD** Main Menu

**Student Functions**

- Update Student Record
- Prepare Applications
- [Review/Cancellation](#)
- DAU Course Lookup
- DAU Schedule Lookup
- DAU Course Catalog
- Logoff

**Help**

- For More Information
- Links
- Advance Course Material/Assignments
- Non-DOD Bulletin Board

**Links**

- Privacy and Security Statement

**Notice to First Time Users**

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**We will now go through the Request Cancellation process for the student. Click on the Review/Cancellation link.**



# Review/Cancellation Process

**ATRRS Internet Training Application System - Non-DOD** Main Menu

**Student Functions**


- ☐ Update Student Record
- ☐ Prepare Applications
- ☐ Review/Cancellation
- ☐ DAU Course Lookup
- ☐ DAU Schedule Lookup
- ☐ DAU Course Catalog
- ☐ Logoff

**Help**

- ☐ For More Information
- ☐ Links
- ☐ Advance Course Material/Assignments
- ☐ Non-DOD Bulletin Board

**Links**

- ☐ Privacy and Security Statement



Please sign in below:

Department of Education

Social Security No:  -  -

Date of birth:

Logon!

**Notice to First Time Users**


The ATRRS Internet Training Application System (AITAS) is to be used by authorized individuals to submit training applications for Defense Acquisition University Training. This includes classroom and Internet/Distance Learning classes.

**Once you have selected your category,  
enter SSN and DOB, Press LOGON**



# Review/Cancellation Process

**Note that the student may only request cancellation for a course/class where there is a “Wait” or “Reservation” status.**



05 Nov 2001

## ATRRS Internet Training Application System - Non-DOD

Click on the class number to review/edit your application. You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button. You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside the class number to begin the process. These actions should be completed not later than 3 days before the class report date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed. If you wish to edit a Previous Application, click on the **R** (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

**X** - Delete Application    **C** - Request Enrollment Cancellation    **R** - Resubmit Application

### Pending Applications

	FY	Sch	Crs	Cls	Class StartDate	Class End Date	Application Status	Date Applied
<b>X</b>	2002	503E	CON 204 (DAU)	<a href="#">711</a>	11 Feb 2002	22 Feb 2002	Application Pending	11 Oct 2001
<b>X</b>	2002	706	IRM 201 (DAU)	<a href="#">001</a>	28 Jan 2002	08 Feb 2002	Application Pending	05 Nov 2001
<b>X</b>	2002	501	BCF 103 (DAU)	<a href="#">702</a>	05 Nov 2001	09 Nov 2001	Application Pending	31 Oct 2001

### Previous Applications

	FY	Sch	Crs	Cls	Application Status	Cancellation History	Approval Date	Class Report Date	Class Start Date
<b>C</b>	2002	501	ACQ 201B	<a href="#">012</a>	Wait		19 Oct 2001	24 Nov 2001	26 Nov 2001

**Clicking on the Red “C” opens up the the Cancellation Review**



# Review/Cancellation Process

**ATRRS Internet Training Application System - Non-DOD** [Main Menu](#)

05 Nov 2001

**ATRRS Internet Training Application System - Non-DOD**

Complete the form and click the 'Submit Cancellation Request' button to send a cancellation request for this course reservation.

---

**Hybrid Course Reminder**

You have a reservation for the resident portion of a hybrid course (ACQ 201B, 012). You must start the resident portion of this hybrid course by (26 Nov 2001) within 45 days of completion of the Web (A) portion. Failure to begin resident portion of hybrid course within 45 days of completion of the web portion will result in you having to take the web portion of the hybrid course over again. Do you want to to cancel the resident portion of this hybrid course?

**Enter your reasons for cancelling this application for ACQ 201B**

Reason for cancellation:

Cancel Comments:

Deployment  
Illness/Medical Reasons  
Conflict in Schedule / TDY  
Family Emergency  
Change in Requirements  
DAU Schedule Change  
Other

**Substitutions and Other Comments:**

**If you have a substitution, please provide Name, SSN and organization.**


[Change Profile](#) [Prepare Application](#) [Review/Cancellation](#) [Logoff](#)

Please select a reason for cancellation from the drop down menu. If you select "other", you must provide additional comments.

When you have finished, click on the **"Submit Cancellation Request"** button..



# Review/Cancellation Process

**ATRRS Internet Training Application System - Non-DOD**Main Menu

05 Nov 2001

**ATRRS Internet Training Application System - Non-DOD**

Complete the form and click the 'Submit Cancellation Request' button to send a cancellation request for this course reservation.

**Hybrid Course Reminder**  
You have a reservation for the resident portion of a hybrid course (ACQ 201B, 012). You must start the resident portion of this hybrid course by (26 Nov 2001) within 45 days of completion of the Web (A) portion. Failure to begin resident portion of hybrid course within 45 days of completion of the web portion will result in you having to take the web portion of the hybrid course over again. Do you want to cancel the resident portion of this hybrid course?

Enter your reasons for cancelling this reservation for ACQ 201B, 012

Reason for cancellation: Illness

Cancel Comments:

Substitutions and Other Comments:

Microsoft Internet Explorer

Are You Sure You want to Submit this Cancellation Request?  
Click OK To Submit Cancellation Request.  
Otherwise, click Cancel.

OK Cancel


Submit Cancellation Request

**System will prompt you to be sure of your action.  
Press “OK” to continue, or “Cancel”.**





# Review/Cancellation Process

**ATRRS Internet Training Application System - Non-DOD**

05 Nov 2001

**ATRRS Internet Training Application System - Non-DOD**

Application for Training Cancellation.

Main Menu

AVEY, MARK S has requested the following application be cancelled:		Request Date: 05 Nov 2001
<b>FY:</b> 2002 <b>School:</b> 501 <b>Course:</b> ACQ 201B <b>Phase:</b> <b>Class:</b> 012		
<b>Course Title:</b> INTERMEDIATE SYSTEMS ACQUISITION		
<b>School Name:</b> DAU/Def Sys Mgmt College Ft Belvoir Campus		
<b>Class Location:</b> FT BELVOIR, VA		
<b>Start Date:</b> 26 Nov 2001 <b>End Date:</b> 30 Nov 2001		
<b>Delivery Method:</b> Classroom <b>Remarks:</b> None		
<b>Cancellation Reason:</b> [Illness/Medical Reasons]		

[Questions? Problems? Suggestions? Please email us now.](#)

THIS WEB SITE IS FOR OFFICIAL USE ONLY

**System will verify your action. Notification Emails will be sent to the student and the supervisor.**



# Review/Cancellation Process

aveym@hotmail.com

[Save Address\(es\)](#) [Block](#) [Previous](#) [Next](#) | [Close](#)

**From:** <cancellation@dau.mil>  
**To:** <aveym@hotmail.com>  
**Subject:** DAU Cancellation Request for ACQ 201  
**Date:** Mon, 5 Nov 2001 14:37:53 -0500

[Reply](#) [Reply All](#) [Forward](#) [Delete](#) [Put in Folder...](#) [Printer Friendly Version](#)

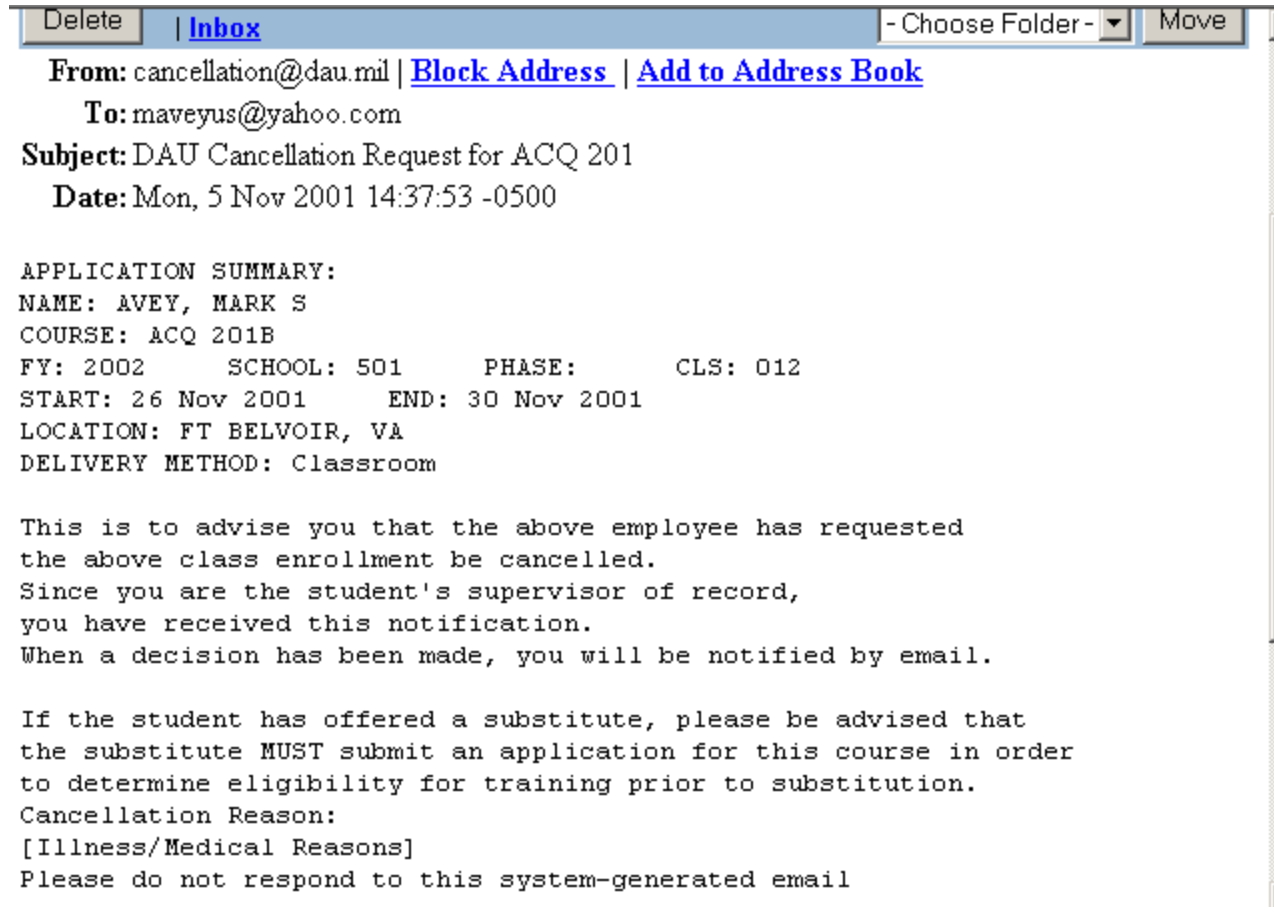
APPLICATION SUMMARY:  
NAME: AVEY, MARK S  
COURSE: ACQ 201B  
FY: 2002 SCHOOL: 501 PHASE: CLS: 012  
START: 26 Nov 2001 END: 30 Nov 2001  
LOCATION: FT BELVOIR, VA  
DELIVERY METHOD: Classroom

This is to notify you that you have requested the above class enrollment be cancelled. When a decision has been made, you will be notified by email.  
As well, you can track the status of your cancellation request by clicking on the 'Review/Cancellation' link.

**Student email regarding cancellation request.**



# Review/Cancellation Process



**Supervisor email regarding cancellation request.**



# Review/Cancellation Process

 **ATRRS Internet Training Application System - Non-DOD**

[Main Menu](#)

[X](#) - Delete Application   [C](#) - Request Enrollment Cancellation   [R](#) - Resubmit Application

Pending Applications								
	FY	Sch	Crs	Cls	Class StartDate	Class End Date	Application Status	Date Applied
<a href="#">X</a>	2002	503E	CON 204 (DAU)	<a href="#">711</a>	11 Feb 2002	22 Feb 2002	Application Pending	11 Oct 2001
<a href="#">X</a>	2002	706	IRM 201 (DAU)	<a href="#">001</a>	28 Jan 2002	08 Feb 2002	Application Pending	05 Nov 2001
<a href="#">X</a>	2002	501	BCF 103 (DAU)	<a href="#">702</a>	05 Nov 2001	09 Nov 2001	Application Pending	31 Oct 2001

Previous Applications									
	FY	Sch	Crs	Cls	Application Status	Cancellation History	Approval Date	Class Report Date	Class Start Date
	2002	501	ACQ 201B	<a href="#">012</a>	Wait		19 Oct 2001	24 Nov 2001	26 Nov 2001
<a href="#">R</a>	2002	501	ACQ 201B	<a href="#">028</a>	Class Cancelled	<a href="#">Click to Review</a>	05 Nov 2001	09 Feb 2002	11 Feb 2002

**You can see now that the Application Status column shows that the course has been cancelled by DAU.**



# SAMPLE SCREENS

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☒ Other Student Functions



# Student Functions - DAU Course Looku

**ATRRS Internet Training Application System - Non-DOD** Main Menu

**Student Functions**

- ☐ Update Student Record
- ☐ Prepare Applications
- ☐ Review/Cancellation
- ☒ [DAU Course Lookup](#)
- ☐ DAU Schedule Lookup
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- ☐ Logoff

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- ☐ For More Information
- ☐ Links
- ☐ Advance Course Material/Assignments
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**Links**

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**We will now go through the DAU Course Lookup link for the student.**



## Student Functions - DAU Course Looku

**ATRRS Internet Training Application System - Non-DOD**

**Student Functions**

- Update Stu
- Prepare Ap
- Review/Ca
- DAU Cours
- DAU Sched
- DAU Cours
- Logoff

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**Links**

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**DAU Course Lookup - Microsoft Internet Explorer**

Select a course: Click the down arrow and select a course for more information

- Click the down arrow and select a course for more information
- ACQ 101 - FUNDAMENTALS OF SYSTEMS ACQUISITION MGMT
- ACQ 402 - EXECUTIVE MANAGEMENT CRS (EMC)
- ACQ 403 - DEFENSE ACQUISITION EXECUTIVE OVERVIEW WKSHOP
- ACQ 404 - SYSTEMS ACQUISITION MGMT COURSE FOR FLAG OFF
- ACQ 405 - EXECUTIVE REFRESHER COURSE
- BCF 101 - FUNDAMENTALS OF COST ANALYSIS
- BCF 102 - FUNDAMENTALS OF EARNED VALUE MANAGEMENT
- BCF 103 - FUNDAMENTALS OF BUSINESS FINANCIAL MGMT
- BCF 203 - INTERMEDIATE EARNED VALUE MANAGEMENT
- BCF 204 - INTERMEDIATE COST ANALYSIS

[Close this window](#)

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**Use the drop down menu to select the course you wish to view.**



## Student Functions - DAU Course Looku

The screenshot displays the ATRRS Internet Training Application System - Non-DOD interface. On the left, a sidebar contains a 'Student Functions' menu with options: Update Stu, Prepare Ap, Review/Ca, DAU Cours, DAU Sched, DAU Cours, and Logoff. Below this are 'Help' and 'Links' sections. The 'Help' section includes 'For More I' and 'Non-DOD E'. The 'Links' section includes 'Privacy and'. The main content area shows a 'DAU Course Lookup - Microsoft Internet Explorer' window. Inside this window, a dropdown menu is set to 'BCF 102 - FUNDAMENTALS OF EARNED VALUE MANAGEMENT'. A 'Close this window' link is visible. Below the dropdown, the 'Course Description: BCF102' is displayed with a '[ Return ]' link. The description text reads: 'Title: Fundamentals of Earned Value Management' and 'Description: This course introduces the concepts of Earned Value Management (EVM) and its role in the Systems acquisition management process. Students will learn in a virtual classroom environment, in virtual Learning Teams. You will see the relationship between EVM and fundamental management principles, and discover how to apply EVM concepts to your own real projects. You will understand why EVM is a management tool to help you meet the diverse challenges of managing a project. EVM applications should be tailored to meet the needs of specific projects. The Course begins with an exercise to guide you through the thoughtful process of developing a realistic Study Plan, or Performance Measurement Baseline (PMB). This exercise helps you to see firsthand the difficulties contractors experience when developing a contract PMB. You will begin to appreciate the value of the Integrated Baseline Review (IBR) to both the contractor and the Government Program Managers. You will distinguish between the IBR and EVM System Certification Reviews, using the EVMS Industry Standards. Finally, you will perform some basic data analysis using EVM techniques, and develop Estimates At Completion (EAC). Your estimates will

**We have selected BCF 102. The window will display the course information.**





## Student Functions - DAU Schedule Look

**ATRRS Internet Training Application System - Non-DOD**

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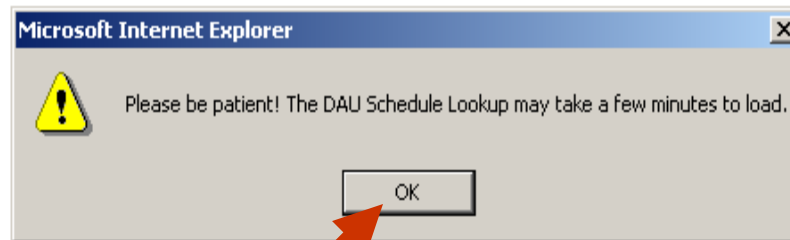
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**We will now go through the DAU Schedule Lookup link for the student.**



## Student Functions - DAU Schedule Look



**This page may take a few moments to load. Just press the “OK” button.**



## Student Functions - DAU Schedule Look

 **ATRRS Internet Training Application System - Non-DOD**

Main Menu

Course Schedule

- Click on the Course Prefix to view courses associated with that Course Prefix.
- Click on the column heading to sort the data.

[Information on how to register for a course.](#)

**Note: ACQ 403: Defense Acquisition Executive Overview Workshop** - This course is only offered "on demand." For more information, e-mail [dau.registrar@dau.mil](mailto:dau.registrar@dau.mil).



[ACQ](#) [AUD](#) [BCE](#) [CAR](#) [CON](#) [GRT](#) [IND](#) [IRM](#) [LAW](#) [LOG](#) [PMT](#) [PQM](#) [PUR](#) [SAM](#) [SYS](#) [TST](#)

ACQ 101 : Fundamentals of Systems Acquisition Management Course (FSAMC)					
Section	Start Date	End Date	School	Location	Mode
330	10/1/01	9/30/02	Defense Acquisition University	<a href="#">DAU Virtual Campus</a>	Web Enabled
331	10/1/01	9/30/02	Defense Acquisition University	<a href="#">DAU Virtual Campus</a>	Web Enabled
332	10/1/01	9/30/02	Defense Acquisition University	<a href="#">DAU Virtual Campus</a>	Web Enabled
333	10/1/01	9/30/02	Defense Acquisition University	<a href="#">DAU Virtual Campus</a>	Web Enabled
334	10/1/01	9/30/02	Defense Acquisition University	<a href="#">DAU Virtual Campus</a>	Web Enabled
335	10/1/01	9/30/02	Defense Acquisition University	<a href="#">DAU Virtual Campus</a>	Web Enabled
			Defense Acquisition University		

**You have choice of selecting which course to view the schedule. Click on the course link.**



## Student Functions - DAU Course Catalog

**ATRRS Internet Training Application System - Non-DOD**

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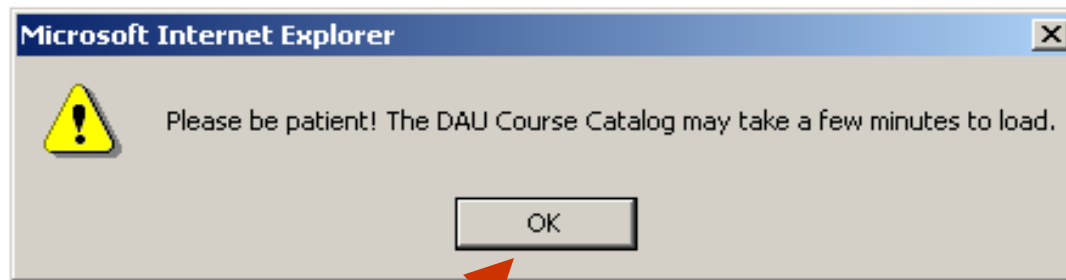
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**We will now go through the DAU Course Catalog link for the student.**



## ☑ Student Functions - DAU Course Catalog

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**This page may take a few moments to load. Just press the “OK” button.**



## Student Functions - DAU Course Catalog

**DAU** **DAU Catalog**

[Home](#) | [About DAU](#) | [Site Map](#) | [Registrar](#) | [Directories](#) | [Search](#) | [Contact](#)

The DAU Catalog provides information on the University and its locations, training centers, application procedures, course descriptions, key phone index, faculty and staff information, and other general information.

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**DAU 2002 Catalog**

The Catalog has been broken into sections due to file size. See the list below for a description of the sections.

- [Catalog Front Cover](#) (file size 762KB)
- [Chapter 1](#) The Defense Acquisition University (DAU) (file size 1,116KB)
- [Chapter 2](#) Administrative Information (file size 779KB)
- [Chapter 3](#) Career Field Descriptions (file size 771KB)
- [Chapter 4](#) Course Descriptions (file size 2,226KB)
- [Appendices](#)
  - [Appendix A](#) DAU Campuses (file size 1,119KB)

**Simply click on the Chapter link you want or one of the Appendices.**



# Student Functions - Help

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**We will now go through the HELP links for the student.  
Click on “For More Information”.**





# Student Functions - Help



**ATRRS Internet Training Application System - Non-DOD**

Main Menu



06 NOV 2001

**ATRRS Internet Training Application System**

## CONTACT INFORMATION

**US Coast Guard (USCG) POC:** CWO Charles Harper

**Email:** [charper@comdt.uscg.mil](mailto:charper@comdt.uscg.mil)

**Phone:** (202) 267-0759

**State Department POC:** Mary Ackerman

**Email:** [ackermanme@state.gov](mailto:ackermanme@state.gov)

**Phone:** (703) 516-1687

**Foreign Military Sales (FMS) POC:** Arlene Anderson

**Email:** [arlene.anderson@monroe.army.mil](mailto:arlene.anderson@monroe.army.mil)

**Phone:** (757) 788-3255

**All Other Organizations POC:** Arthur McCormick

**Email:** [arthur.mccormick@dau.mil](mailto:arthur.mccormick@dau.mil)

**Phone:** (703) 805-4498

**Student's POC is available for email or telephone information.**





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**We will now go through the HELP links for the student. Click on "Links".**



# Student Functions - Help



**ATRRS Internet Training Application System - Non-DOD**

15 Nov 2001

**ATRRS Internet Training Application System - Non-DOD**

Main Menu

Useful Links

Useful Links	
<b>ATRRS -</b>	
ATRRS Home Page	<a href="https://www.atrrs.army.mil">https://www.atrrs.army.mil</a>
ATRRS Course Schedule	<a href="https://www.atrrs.army.mil/atrrscg">https://www.atrrs.army.mil/atrrscg</a>
ATRRS Data-On-Demand	<a href="https://www.atrrs.army.mil/channels/dataondemand">https://www.atrrs.army.mil/channels/dataondemand</a>
<b>DAU -</b>	
DAU Course Schedule	<a href="http://www.dau.mil/course/schedule.asp">http://www.dau.mil/course/schedule.asp</a>
DAU Course Catalog	<a href="http://www.dau.mil/catalog/catalog.htm">http://www.dau.mil/catalog/catalog.htm</a>
DAU Virtual Campus	<a href="http://dau.fedworld.gov">http://dau.fedworld.gov</a>
<b>DAU Schools -</b>	
Wright-Patterson Campus	<a href="http://www.afit.edu">http://www.afit.edu</a>
Fort Lee Campus	<a href="http://www.almc.army.mil/dau">http://www.almc.army.mil/dau</a>
Fort Belvoir Campus	<a href="http://www.dsmc.dau.mil">http://www.dsmc.dau.mil</a>
Norfolk Campus & West Coast Schools	<a href="http://norfolkcampus.dau.mil">http://norfolkcampus.dau.mil</a>
Information Resource Management College (IRMC)	<a href="http://www.ndu.edu/irmc">http://www.ndu.edu/irmc</a>
CON 301 Course	<a href="http://www.con301.com">http://www.con301.com</a>

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**Here are some helpful links for the student.**



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**We will now go through the HELP links for the student.  
Click on “Advance Course Material/Assignments”.**



# Student Functions - Help

**ATRRS Internet Training Application System - Non-DOD**  
15 Nov 2001  
Advance Material/Assignments

**ATRRS Internet Training Application System - Non-DOD**  
Main Menu

## Courses with Advance Material/Assignments

BCF 103	<a href="http://www.dsmc.dsm.mil/courses/crsdesc/BCF-103/103_read_aheads.htm">http://www.dsmc.dsm.mil/courses/crsdesc/BCF-103/103_read_aheads.htm</a>
BCF 203	<a href="http://www.dsmc.dsm.mil/evm/Questions.pdf">http://www.dsmc.dsm.mil/evm/Questions.pdf</a>
BCF 205	<a href="http://www.dsmc.dsm.mil/courses/crsdesc/bcf205.htm#read">http://www.dsmc.dsm.mil/courses/crsdesc/bcf205.htm#read</a>
CON 104	<a href="http://www.cne.gmu.edu/modules/dau">http://www.cne.gmu.edu/modules/dau</a> (Math Tutorial)
	<a href="http://www.qsa.gov/fai">http://www.qsa.gov/fai</a> (Contract Pricing Reference Guides)
CON 202	<a href="http://norfolkcampus.dau.mil/daunorf/2ipt.doc">http://norfolkcampus.dau.mil/daunorf/2ipt.doc</a>
CON 204	<a href="http://www.cne.gmu.edu/modules/dau">http://www.cne.gmu.edu/modules/dau</a> (Math Tutorial)
CON 234	<a href="http://dau-ph.navfac.navy.mil/coursedetail.asp?OnCourse=6">http://dau-ph.navfac.navy.mil/coursedetail.asp?OnCourse=6</a>
CON 301	<a href="http://www.con301.com/assignments.htm">http://www.con301.com/assignments.htm</a>
CON 333	<a href="http://norfolkcampus.dau.mil/daunorf/3genstu.doc">http://norfolkcampus.dau.mil/daunorf/3genstu.doc</a>
LOG 304	<a href="http://norfolkcampus.dau.mil/loq304/readme.txt">http://norfolkcampus.dau.mil/loq304/readme.txt</a>
	<a href="http://norfolkcampus.dau.mil/loq304/adv_read.pdf">http://norfolkcampus.dau.mil/loq304/adv_read.pdf</a>
PMT 402A	<a href="http://www.dsmc.dsm.mil/epmc/2dayprep.htm">http://www.dsmc.dsm.mil/epmc/2dayprep.htm</a>
PQM 301	<a href="http://www.dsmc.dsm.mil/courses/crsdesc/pqm301.htm#read">http://www.dsmc.dsm.mil/courses/crsdesc/pqm301.htm#read</a>
TST 301	<a href="http://dau-ph.navfac.navy.mil/coursedetail.asp?OnCourse=10">http://dau-ph.navfac.navy.mil/coursedetail.asp?OnCourse=10</a>

**These are all the courses with advance material/assignments for DAU.**



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**For Privacy and Security Statement, click on this link.**



# Student Functions - Help

 **ATRRS Internet Training Application System - Non-DOD**

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**ATRRS**  
Army Training Requirements And Resources System

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2. For site management, [information is collected](#) for statistical purposes. This government computer system uses software programs to create summary statistics, which are used for such purposes as assessing what information is of most and least interest, determining technical design specifications, and identifying system performance or problem areas.
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4. Except for authorized law enforcement investigations, no other attempts are made to identify individual users or their usage habits. Raw data logs are used for no other purposes and are scheduled for regular destruction in accordance with [National Archives and Records Administration Guidelines](#).
5. Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1987 and the National Infrastructure Protection Act.
6. If you have any questions or comments about the information presented here, please forward them to the ATRRS Help Desk at [atrshelp@hqda.army.mil](mailto:atrshelp@hqda.army.mil).



***This concludes the  
Student Tutorial.***

***Thank you for  
taking the time to  
review.***